# UTAH CTE SKILL CERTIFICATE PROGRAM
## BUSINESS EDUCATION

**SUMMARY SCORE SHEET (2005 - 2006)**
**(REQUIRED)**

**COMPUTER TECHNOLOGY**
**TEST #250**

*I verify that this is an accurate record of student performance.*  Date _____ Period _____ School _____

Teacher Signature _____ Teacher Name (Print) _____

(The teacher and the school ATE Testing Coordinator must keep copies of this sheet on file at the school for TWO years.)

Indicate student achievement for each performance standard. (This score sheet corresponds with the optional *Performance Skills Evaluation Checklist.*) A minimum score of 3 for <u>each</u> performance must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency within each standard and its supporting objectives.

**State Core Standards for Computer Technology—Performance Component**

**4 = Highly Skilled   3 = Moderately Skilled   2 = Limited Skill   1 = Not Skilled**

| Student Name | Did the student achieve a score of 3 or 4 for every skill standard? Circle Yes or No. | | 01--Use correct keyboarding technique. | 02--Use a computer operating system. | 03--Use word processing software to create standard business documents. | 04--Create spreadsheets and manipulate data. | 05--Demonstrate understanding of ethics. | 06--Access on-line information resources. | 07--Use electronic mail. | 08--Create an electronic presentation. | 09--Create a project for a different content area using computer technology skills. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |
| | Y | N | | | | | | | | | |